



Building Commissioner
Michael Purtell



Building & Code Department

Sam Cunningham, Mayor
Janet E. Kilkelly, City Clerk
Dr. John R. Schwab, Treasurer

permits@waukeganil.gov
Office: (847) 625-6868

CITY OF WAUKEGAN - PERMIT APPLICATION REQUIREMENTS

Permit Type: Fence

- ☐ 1. Fence Permit Application <http://www.waukeganil.gov/DocumentCenter/View/31>
- ☐ 2. All contractors need to be registered with the City of Waukegan;
\$100.00 Annual registration fee, Completed Application, and Certificate of Insurance.
Registration Application <http://www.waukeganil.gov/DocumentCenter/View/1382>
- ☐ 3. Scope of Work to include proposed; location, height, and material
(Maximum of 4' decorative in front and/or corner side and 6' privacy fencing in rear and/or interior side yard)
Restrictions on front/side yard fencing <http://www.waukeganil.gov/DocumentCenter/View/1778>
Diagram <http://www.waukeganil.gov/DocumentCenter/View/1172>
- ☐ 4. Copy of the Proposal/Contract between Contractor and Property owner, signed by both parties (copy charges are a \$1.00 per page if not provided).
- ☐ 5. Plat of Survey – with location of the proposed fence marked clearly
(copy charges are \$1.00 per page if not provided)

Only complete applications containing items 1-5 of the above will be accepted. All applications need to be submitted in person on the 3rd floor of the above address or can be emailed with all attachments to permits@waukeganil.gov subject line should be your address (charges of \$1.00 per page will be accessed for each page submitted in addition to permit and review fees). Office hours are 8am- 4pm Monday thru Friday. Processing of each application takes 5-7 business days and needs to be reviewed by our Planning & Zoning Department. Permit pricing is calculated based on the amount of the contract. A plan review fee of \$150.00 per ordinance will be accessed.

PERMITS ARE REQUIRED TO BE POSTED IN FRONT WINDOW WHILE WORK IS COMPLETED **REQUIRED INSPECTIONS AFTER ISSUANCE**

- 1. Post Hole Inspection (Post holes must be a minimum of 36")
 - 2. Final (Panels must be faced with the finished side towards your neighbor)
- Any work completed without inspection or denied will may have to be deconstructed prior to final approval*